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MSD
Management Sciences for Development, Inc.
Family Justice Project

Family Justice Project

Annual Work Plan
FY2008

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Executive Summary

To support Egypt's determination to strengthen access to justice, enhance family stability, and protect the rights of children, USAID, in cooperation with the Government of Egypt, established the Family Justice Project (FJP) and chose Management Sciences for Development, Inc. (MSD), as its implementing partner. The purpose of the Family Justice Project is to enhance access to justice for families. Specifically, the Project supports the implementation of Law Number 10 of 2004, pertaining to family court mediation and works closely with the Ministry of Justice (MOJ) and The National Council for Childhood and Motherhood (NCCM).

In Fiscal Year 2007, Task One of the Family Justice Project successfully completed the following project activities; 1) assessment of pilot mediation offices organizational structure and workflow; 2) comprehensive on-site infrastructure assessments of the mediation offices in the 26 pilot family courts; 3) infrastructure repairs in the mediation offices of the 3 family courts in Port Said; 4) trained, certified and conducted graduation ceremonies for over 260 legal and psycho-social specialists in the three pilot governorates; 5) developed, refined and made adaptations to training curricula for mediators; 6) developed systems and procedures for nationwide training with training of trainers strategy; 7) initiated training of trainers workshop and nationwide training of family court mediators in Cairo governorate; and 8) developed banners and brochures to support information dissemination of the FJP along with a 7-minute documentary film on training.

In Fiscal Year 2008, the Family Justice Project will continue to build on lessons learned from the accomplishments of 2007. In partnership with the MOJ and in collaboration with USAID and other program counterparts, Task One of the FJP will focus efforts on:

- Launching nationwide training for family mediators in 15 governorates and totaling over 1,068 mediators trained during FY 2008;
- Conducting training of family court judges;
- Conducting regional training of trainer workshops to support national training efforts;
- Conducting on-going technical assistance and support to mediators in the three pilot governorates;

- Completing infrastructure repairs in the Giza and Minya pilot courts;
- Providing the MOJ and mediation offices in pilot sites with media support.

In Fiscal Year 2007, Task Two of the Family Justice Project built on lessons learned and accomplishments of 2006. In an effort to strengthen civil society the FJP awarded grants to 20 NGOs in Minya and Giza totaling more than 1.1 million USD. *(Note: this is the total number as of August 30, 2007).* NGO grantees successfully implemented program activities focusing on counseling services for families, community awareness and education efforts on the law and related child rights. To complement the work of the NGOs in the pilot communities the FJP launched the first phase of a comprehensive community awareness and media campaign to educate the public about legal rights, family court services, and community support for family justice.

Furthermore, Task Two of the FJP will continue to strengthen the "safety net" for families in the pilot communities by awarding up to 20 additional grants (one million dollars in funding) and providing on-going training and technical assistance to NGO grantees. In an effort to leverage resources and create greater impact, the FJP will also develop a unified methodology and implement specialized trainings for NGOs covering topics such as: human rights, children's rights, visitation and custody, conflict resolution and the role and rights of women in the family. The community awareness and media activities will also intensify during the coming year and will work directly with NGO grantees to develop and disseminate messages on family justice to children, youth, parents and community leaders.

Task One: Component 1 - Family Justice Training

Expected Results:

- Conduct 2 three-day Training of Trainers (TOT) workshops in two regions to support nationwide training for a total of 20 trainers
- Conduct 35 four-day training sessions for approximately 1068 Specialists and Administrators in 146 Mediation offices in the following 17 family courts in the North and South Cairo, Beni Suef, Fayoum, Assiut, Sohag, Qena, Aswan, Benha, Shebin El Komm, Damietta, Zagazig, Ismailia, in the North and South Sinai, Suez and Alexandria
- Conduct 3 one-day booster training workshops for the 26 Mediation Offices in the three pilot governorates Giza, Minya and Port Said
- Conduct 6 three-day training workshops for approximately 300 judges from family courts nationwide

Assumptions:

- MOJ and USAID approval of the National Training Plan and related training activities in pilot courts
- National training Manual finalized and approved by MOJ and USAID
- On-going collaboration and coordination with MOJ counterparts to achieve results
- Training manuals for judges approved by MOJ and USAID

Performance Standards:

- Increase capacity of family court mediators in targeted governorates as part of nationwide training
- Strengthen and expand TOT capacity to support nationwide training efforts
- Provide ongoing professional development opportunities for Pilot Court Mediators to enhance job performance
- Enhance effectiveness of family courts by training judges

Indicators:

2.1.3.b: Number of justice sector personnel that received USG training
2.1.3.f: Number of legal institutions and associations supported by USG
2.1.3.g: Number of people visiting USG-sponsored legal service centers serving low income and marginalized communities

1.1 Training of Trainers (TOT)

Objective: To recruit and train 20 trainers, either within the MOJ or in the private sector, in interactive training and content methodologies to support national family mediation training.

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug 08	Sep. 08
1.1.1	Recruit and conduct TOT in Southern region	MOJ /Academic Institutions	10 trainers trained to serve Southern region						×						
1.1.2	Recruit and conduct TOT in Northern region	MOJ /Academic Institutions	10 trainers trained to serve Northern region											×	

1.2 Nationwide Training of Family Court Mediators

Objective: To conduct training of Family Court Mediators in 15 Governorates to support the capacity and skill building of family court mediators nationwide.

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug 08	Sep. 08
1.2.1	Beni Suef Training	MOJ	*62 trained*	×	×										
1.2.2	Fayoum Training	MOJ	*46 trained*		×										
1.2.3	Assiut Training	MOJ	*109 trained*			×	×								
1.2.4	Sohag Training	MOJ	*124 trained*				×	×							
1.2.5	Qena Training	MOJ	*150 trained*					×	×						
1.2.6	Aswan Training	MOJ	*48 trained*						×	×					
1.2.7	Benha Training	MOJ	*64 trained*							×					
1.2.8	Shebin El Kom Training	MOJ	*88 trained*								×				
1.2.9	Damietta Training	MOJ	*41 trained*								×	×			
1.2.10	Zagazig Training	MOJ	*135 trained*									×	×		
1.2.11	Ismailia – North Sinai Training	MOJ	*50 trained*										×		
1.2.12	Suez – South Sinai Training	MOJ	*29 trained*										×		
1.2.13	Alexandria Training	MOJ	*62 trained*											×	

Note. The national training program will continue until completion during the FY-2009 with training for an estimated total of 1,813 mediators and administrators. See Annex (1) for curriculum outline and Annex (2) for complete training schedule

1.3 Ongoing technical assistance and training in pilot courts

Objective: To continue providing technical support and training to the three pilot governorates (Giza and Port Said and Minya) to enhance their capacity and effectiveness in family court mediation.

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug 08	Sep. 08
1.3.1	Conduct 1 one-day booster training and technical assistance in Port Said	MOJ	Refresher trainings for approximately 30 in 3 Mediation Offices				×					×			
1.3.2	Conduct 3 one-day booster trainings and technical assistance in Giza	MOJ	Refresher trainings for approximately 120 in 12 Mediation Offices					×					×		
1.3.3	Conduct 3 one-day booster trainings and technical assistance in Minya	MOJ	Refresher trainings for approximately 120 in 11 Mediation Offices						×					×	

1.4 Training of Family Court Judges

Objective: To conduct training of Family Court judges in 23* Governorates to enhance the efficiency and effectiveness of the family courts.

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug. 08	Sep. 08
1.4.1	Conduct three-day training for family court judges from Cairo and central Egypt	MOJ	Training for approximately 100 judges		×	×									
1.4.2	Conduct three-day training for family court judges from northern Egypt	MOJ	Training for approximately 100 judges		×	×									
1.4.3	Conduct three-day training for family court judges from southern Egypt	MOJ	Training for approximately 100 judges		×	×									

**Covers all governorates where family courts are present.*

Task One: Component 2 – Infrastructure repairs in Family Courts (3 pilots)

Expected Results: • Complete all infrastructure repairs in Family Court Mediation Offices in Minya and Giza governorates by end of FY 2008.
Assumptions: • Collaborate with Amideast to coordinate wiring systems for IT (computer) networks • Collaborate and coordinate with USAID, MOJ and pilot governorates • FJP Engineer working in close collaboration with MOJ Engineers from all three pilot locations
Performance Standards: • More effective and efficient mediation in pilot area family mediation offices as a result of a more family friendly work environment created by infrastructure repairs.

2.1 Infrastructure Repairs in Family Mediation Offices Minya Governorate

Objective: To enhance work environment and mediation environment by creating appropriate facilities.

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug. 08	Sep. 08
2.1.1	Preparation of Requests For Proposals (RFPs) for Construction, Electric, Sanitary and A/C contractors to execute repairs for Minya Family Courts.	MOJ / Minya Governorate	TOR and RFP	×											
2.1.2	Contract with Construction, Electric, Sanitary and A/C contractors for Minya FC.	MOJ / Minya Governorate	Contract Award		×										
2.1.3	Supervise the ongoing work of the Contractors for Quality Assurance.	MOJ / Minya Governorate				×	×	×	×						
2.1.4	Hand over construction work to Minya Family Courts	MOJ / Minya Governorate	Full repairs in 11 courts						×						

2.2 Infrastructure Repairs in Family Mediation Offices Giza Governorate

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug. 08	Sep. 08
2.1.1	Preparation of Requests For Proposals (RFPs) for Construction, Electric, Sanitary and A/C contractors to execute the repairs for Giza Family Courts.	MOJ /Giza Governorate	TOR and RFP				×								
2.1.2	Contract with Construction, Electric, Sanitary and A/C contractors for Giza FC.	MOJ / Giza Governorate	Contract Award				×								
2.1.3	Supervise the ongoing work of the Contractors for Quality Assurance.	MOJ / Giza Governorate					×	×	×	×					
2.1.4	Hand over construction work to Giza Family Courts	MOJ / Giza Governorate	Full repairs in 12 courts								×				

Note: See Annex 5 for proposed schedule of sites. Completion of work is dependent on decision of MOJ and Court Building Administration Services on relocating some of the Giza courts

Task One: Component 3 - Media Support for MOJ

Expected Results:

National (MOJ Headquarters):

- Technical assistance to help design materials and branding of MOJ
- Materials development (flyers – posters – brochure – Q&A booklet on legal topics)
- Develop a database of journalists and media professionals
- Develop and implement a Public Relations Plan for MOJ
- Media training for appropriate MOJ officials

Mediation Offices:

- Disseminate information materials
- Define messages for the mediation offices regarding their roles and responsibilities.
- Media events connected to infrastructure inauguration
- Produce documentary 5-minute film about infrastructure repairs in pilot courts

Assumptions:

- Open communication channels.
- Planned activities occur as scheduled.
- A 3-year media program to raise awareness based on a plan with one vision and message
- Capacity building for mediation offices including mediator training and archiving of records.
- Activities focused on meeting the needs of target audiences

Resources:

- Media specialist works in close collaboration with MOJ media officials and personnel.
- Media specialist has support of national and local media personnel and community leaders.

3.1 MOJ Headquarters

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug. 08	Sep. 08
3.1.1	Develop materials on family justice for MOJ	MOJ	Flyers, brochure, posters, Q&A booklet	×	×	×	×	×	×	×	×	×	×	×	×
3.1.2	Provide technical assistance to develop a database for journalists and media professionals.	MOJ	Database for MOJ Press Office	×	×	×	×	×	×						
3.1.3	Develop and implement a public relations plan to deliver defined messages of the mediation offices and MOJ	MOJ	PR message					×	×	×	×	×			
3.1.4	Train appropriate senior MOJ officials on handling media interviews	MOJ	Senior MOJ officials trained				×	×	×						
3.1.5	Establish monitoring Press System for FJP project	MOJ	Archive of family justice issues covered in media	×	×										

3.2 Mediation Offices

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug. 08	Sep. 08
3.2.1	Identify outlets for promoting MOJ messages	MOJ	Media Outlets				×	×	×						
3.2.2	Organize and connect media events to infrastructure inauguration in collaboration with mediation offices	MOJ	Inauguration of renovated Giza & Minya Family Courts									×	×		
3.2.3	Develop 5-minute film about process of infrastructure repairs	MOJ	Documentary film	×	×	×	×	×	×	×	×	×			

Task Two: Component 1 - NGOs Grants Program

Expected Results:

- Current NGO grantees continue implementing their activities and achieve targeted results that are categorized as follows:
  Preventive (awareness raising; child rights; women's rights in relation to children; values of acceptance of the other; dialogue/non-violence)
  Promotional (raising awareness of Family Courts and access to their services; issues of visitation and child custody).
  Direct Services (family counseling; conflict resolution; legal counseling/aid; economic empowerment of particularly vulnerable families)
- Current grantees are provided ongoing technical support and financial monitoring
- Award additional grants to NGOs in three pilot governorates Giza, Minya and Port Said (estimated total $1,000,000)
- Implement new NGO activities according to a revised RFA and a modified strategy, based on lessons learned

Assumptions:

- Continue collaboration with NCCM and USAID for review and approval of grantees
- Selection criteria will be revised based on FY-2007 lessons learned

Performance Standards:

- NGO grantees achieve their main targeted results as outlined in their grant agreements
- Capacity of NGO grantees strengthened based on the NGO scorecard analysis
- Family disputes settled amicably through sustained social, psychological and legal counseling at the Family Counseling Offices established by the NGO grantees.
- Legal assistance services provided for families with pending cases before mediation offices and/or court.
- Economically empowering families facing disputes, especially women supported through loans from NGO grantees, job opportunities provided by grantees, social security pension, skills training and other empowerment opportunities
- Children at risk protected from delinquency or becoming street children through interventions and cooperation with NCCM, including providing education support and repatriation of homeless children
- Visitation rulings facilitated by NGOs and conducted in appropriate environment for the best interest of the child

Indicators:

2.1.3.f: Number of legal institutions and associations supported by USG
2.1.3.g: Number of people visiting USG-sponsored legal service centers serving low income and marginalized communities
2.4.1.b: Number of Civil Society Organizations using USG assistance to improve internal organizational capacity
2.4.1.A: Number (and percentage) of assisted NGOs whose capacities were strengthened during the year, as measured by change from the pervious year on the FJP-specific NGO Scorecard

*1.1 Ongoing support/technical assistance/ training to current grantees**

Objective: To continue enhancing the capacity of NGO grantees through specialized technical assistance and training.

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov 07	Dec 07	Jan 08	Feb 08	Mar 08	Apr 08	May 08	Jun 08	Jul 08	Aug 08	Sep 08
1.1.1	Develop training manual for NGOs with standardized protocols for strengthening the family based on solving family disputes from a human rights approach. The manual will provide methodology to support the family, the rights of children, emphasize the role of family members and provide effective mediation techniques designed to ensure family stability	NCCM	Training Manual for NGOs	×	×	×									
1.1.2	Capacity building workshop on human rights approach to strengthening families using the new training manual for NGOs (Giza, Minya, Port Said) *3 days - 1 training for each governorate*	NCCM	No. of NGOs trained				×	×	×						
1.1.3	Training workshop on managerial and financial skills (Giza, Minya, Port Said) *2 days - 1 training for each governorate*	NCCM	No. of NGOs trained							×	×	×			
1.1.4	Financial auditing	NCCM	Increased capacity to monitor financially	×	×	×	×	×	×	×	×	×	×	×	×
1.1.5	Technical Assistance	NCCM	No. of field visits and progress recorded	×	×	×	×	×	×	×	×	×	×	×	×

** Current grantees – NGOs awarded from Jan 07 – Sep 07*

1.2 NEW Grant Awards

Objective: To award new grants to NGOs who will implement activities supporting family stability.

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug. 08	Sep. 08
1.2.1	Pre-award • Revise new selection criteria • Develop and issue second RFA for grants • Gather and review concept papers (Scoring & Ranking) • 3 Orientation Workshops (1Giza, 1 Minya and 1 Port Said) • Proposal collection and review • Evaluation of Proposals by FJP, NCCM, and USAID (Scoring & Ranking)	NCCM USAID	Review, selection & ranking of NGO applicants following USAID procurement protocol	x x x	x x x x	x x x									
1.2.2	• Grant Award Development • Technical review of proposed programs by field coordinators • Financial review of proposed programs by Grants Manager • Exempted Parties List System (EPLS) verification • Grant agreement signed	NCCM USAID	Award approximately total $1,000,000 in NGO grants.	Continuing grant awards											

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug. 08	Sep. 08
1.2.3	• Post – Award Project Monitoring • NGO grantees orientation training (1day – 3 trainings for each governorate) • Ongoing financial auditing • Ongoing technical support	NCCM	Increase capacity of NGOs to implement program.			× ×	× ×	× ×	× ×	× ×	× × ×	× ×	× ×	× ×	× ×
1.2.4	Refine NGO (Excel) database	NCCM	Compile NGOs data in a systematic spreadsheet	×		×									
1.2.5	Monitoring and evaluation: Refine and implement quantitative and qualitative measures to monitor progress of NGO activities.	USAID	Monitoring NGOs performance as per contract set objectives		×	×	×	×	×	×	×	×	×	×	×

Task Two: Component 2 - Media Community Awareness (NCCM)

Expected Results:

National

- Establish committee of experts in childhood development and family dynamics
- Develop concepts for radio and television programs
- Develop website content for FJP and determine best website host
- Develop flyers, posters and Q &A booklet

Community Based

- Develop Campaign to promote counseling centers
  - Opening ceremony
  - Material development
  - NGO event promotion
- Support '"Family Day" event featuring various NGOs
- Initiate youth support activities
- Develop specialized programming for children
- Initiate work with lawyers and notaries
- Provide media training for NGO grantees

Assumptions:

- Community is eager to know, understand, and to be guided
- NCCM network is available through community outreach
- Media outlets available
- NGOs will obtain FJP approval before submission to media
- FJP will create links with youth through NGOs experience to actively engage them in campaign activities. (Volunteer with media expertise)
- NGOs will create an annual event in each governorate to launch the establishment of maktab al mashoura, creating a family friendly atmosphere
- Exhibition of all the NGOs working within the community, establishing effective communication and building productive relationships/partnerships with NGOs.
- Utilize a strong promotional campaign for events, such as a press conference, to ensure a large turnout to inform public of their rights

- NGO support for a family day
- A play will be developed about children's and individual rights to access justice information.

Resources:

- National Survey: the public's knowledge and perception about the mediation offices, quantitative and qualitative, will be gathered.
- A survey conducted by an NGO, will include questions concerning the public's media habits and its perception of the mediation offices.
- Campaign for marriage & divorce notaries
- Workshops
- Material Development
- Websites

2.1. National

Objective: Promote the counseling concept through a children's rights-based approach.

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug. 08	Sep. 08
2.1.1	Establish committee of experts on child development, psycho-social and family dynamics.	NCCM	Ongoing expert advice and review of media messages development	×	×	×									
2.1.2	Develop concepts for radio and TV programs.	NCCM	Participate and provide experts input on children for Radio and TV							×	×	×	×	×	×
2.1.3	Develop children's Sesame Street episodes (Alam Semsem)	NCCM	Use content developed by children committee to produce visual educational episodes to be aired on TV and used by NGOs for raising awareness		×	×	×	×	×	×	×	×	×	×	×
2.1.4	Develop website content for FJP to be linked and/or determine best website host.	NCCM	Website: that includes NCCM and MOJ legal material, Q&A and all data related to the FJP project							×	×	×	×	×	×
2.1.5	Develop flyers, posters & Q&A booklet.	NCCM	Material developed to serve communication needs of the project	×	×	×	×	×	×	×	×	×	×	×	×

2.2. Pilot Regions Community-based (Giza, Minya and Port Said)

Objective: Raise community awareness in the three pilot governorates on the existence of counseling centers and the different in NGO activities, reaching specific target audience, that help promotes stability to families in dispute.

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug. 08	Sep. 08
2.2.1	Campaign to promote counseling centers : (1 event in each governorate) • Materials development • Opening ceremony	NCCM	Coordinating with individual NGOs, there will be an estimated number of 500 attendees at each event.	×	×	×	×	×							
2.2.2	Training NGOs to promote media events (1 event in each governorate)	NCCM	Coordinating with individual NGOs, there will be an estimated number of 500 attendees at each event.	×	×	×									
2.2.3	Preparation and execution of Family day event (1 event in each governorate)	NCCM	- Coordinating with individual NGOs, there will be an estimated number of 500 attendees at each event.							×	×	×	×	×	×
2.2.4	Initiate youth work: • Materials developed	NCCM	- Definition of Youth target audience/ age/ gender/ geographical distribution - Main message to be developed to target audiences - Different channels of intervention					×	×	×	×	×			

				Q1			Q2			Q3			Q4		
	Activities	Counterpart	Output	Oct. 07	Nov. 07	Dec. 07	Jan. 08	Feb. 08	Mar. 08	Apr. 08	May 08	Jun. 08	Jul. 08	Aug. 08	Sep. 08
2.2.5	Information Communication Technology (ICT) buses	NCCM	Content about the FJP project/all material related to be put on the laptops of the ICT buses									×	×	×	
2.2.6	Initiate work with lawyers and notaries	NCCM	Identify communication materials needs to develop action plan and activities with target audience		×	×									

Annexes

Annex (1): National Training Curriculum

Annex (1) National Curriculum Outline

Table of Contents

- Introduction
- Objective of the Manual
- How to use the manual
- For whom is the manual prepared
- Theoretical outline of the training
- Agenda

1st Day

1st Unit: Law # 10 & Important Personal Status Topics

- **1st Session –** Introduction, workshop expectations and objectives
- **2nd Session –** Law # 10, work steps in mediation offices, how to make statistics
- **3 rd Session –** Marriage & Rights entitled thereupon
- **4th Session –** Divorce & Rights entitled thereupon

2nd Day

2nd Unit: Child Rights & Family Dynamics

- **1st Session –** Child Rights (custody, custody residence, alimony, visitation)
- **2nd Session –** Understanding Family Dynamics and Communication (family characteristics, features of normal family – communication among family members)
- **3rd Session –** Conflict (meaning of conflict – when does conflict erupt – conflict analysis)

3rd Day

3rd Part – Mediation of Family Disputes

- **1st Session –** Concepts and stages of family disputes mediation
- **2nd and 3rd Session –** Skills and Methods of Mediating Family Disputes

4th Day

4th Part– Team Work and Team-building

- **1st Session–** Definition of Team Work – (concept of team work, the group and its effect on the individual, importance of team work, group members' role, team leader's role and characteristics)
- **2nd Session** – Team building (characteristics of effective team – team growth stages)
- **3rd Session –** Human communication (communication environment, types of communication – features of convincing people – creative thinking)
- **4th Session –** Reports and Sessions' Management

Annex (2): National Training Schedule

Annex (2) National Training Schedule

No.	Training Location	From	To	Total No. of Trainees	Average No. of Trainees per training program
1	Cairo North	July 30, 2007	August 2, 2007	104	35
2	Cairo North	August 6, 2007	August 9, 2007		34
3	Cairo North	August 13, 2007	August 16, 2007		35
4	Cairo South	August 20, 2007	August 23, 2007	105	35
5	Cairo South	August 27, 2007	August 30, 2007		35
6	Cairo South	September 3, 2007	September 6, 2007		35
7	Beni Suef	October 22, 2007	October 25, 2007	62	31
8	Beni Suef	October 29, 2007	November 1, 2007		31
9	Fayoum	November 12, 2007	November 15, 2007	46	23
10	Fayoum	November 26, 2007	November 29, 2007		23
11	Assiut	December 3, 2007	December 6, 2007	109	37
12	Assiut	December 10, 2007	December 13, 2007		36
13	Assiut	January 14, 2008	January 17, 2008		36
14	Sohag	January 21, 2008	January 24, 2008	124	31
15	Sohag	January 28, 2008	January 31, 2008		31
16	Sohag	February 4, 2008	February 7, 2008		31
17	Sohag	February 11, 2007	February 14, 2008		31
18	Qena	February 18, 2008	February 21, 2008	150	37
19	Qena	February 25, 2008	February 28, 2008		38
20	Qena	March 3, 2008	March 6, 2008		37

No.	Training Location	From	To	Total No. of Trainees	Average No. of Trainees per training program
21	Qena	March 10, 2008	March 13, 2008		38
22	Aswan	March 24, 2008	March 27, 2008	48	24
23	Aswan	March 31, 2008	April 3, 2008		24
24	Benha	April 7, 2008	April 10, 2008	64	32
25	Benha	April 21, 2008	April 24, 2008		32
26	Shebin El Komm	May 5, 2008	May 8, 2008	88	30
27	Shebin El Komm	May 12, 2008	May 15, 2008		29
28	Shebin El Komm	May 19, 2008	May 22, 2008		29
29	Damietta	May 26, 2008	May 29, 2008	41	21
30	Damietta	June 2, 2008	June 5, 2008		20
31	Zagazig	June 9, 2008	June 12, 2008	135	34
32	Zagazig	June 16, 2008	June 19, 2008		33
33	Zagazig	June 23, 2008	June 26, 2008		34
34	Zagazig	June 30, 2008	July 3, 2008		34
35	Ismailia - N. Sinai	July 7, 2008	July 10, 2008	50	25
36	Ismailia - N. Sinai	July 14, 2008	July 18, 2008		25
37	Suez - S. Sinai	July 28, 2008	July 31, 2008	29	29
38	Alex	August 4, 2008	August 7, 2008	122	30
39	Alex	August 11, 2008	August 14, 2008		31
40	Alex	August 18, 2008	August 21, 2008		30
41	Alex	August 25, 2008	August 28, 2008		31
42	Damanhour	October 13, 2008	October 16, 2008	175	35
43	Damanhour	October 20, 2008	October 23, 2008		35
44	Damanhour	October 27, 2008	October 30, 2008		35

No.	Training Location	From	To	Total No. of Trainees	Average No. of Trainees per training program
45	Damanhour	November 3, 2008	November 6, 2008		35
46	Damanhour	November 10, 2008	November 13, 2008		35
47	Tanta	November 17, 2008	November 20, 2008	126	32
48	Tanta	November 24, 2008	November 27, 2008		31
49	Tanta	December 1, 2008	December 4, 2008		32
50	Tanta	December 8, 2008	December 11, 2008		31
51	Mansoura	December 15, 2008	December 18, 2008	151	37
52	Mansoura	January 12, 2009	January 15, 2009		37
53	Mansoura	January 26, 2009	January 29, 2008		38
54	Mansoura	February 2, 2009	February 5, 2009		39
55	Kafr El Sheikh	February 9, 2009	February 12, 2009	84	28
56	Kafr El Sheikh	February 23, 2009	February 26, 2009		28
57	Kafr El Sheikh	March 2, 2009	March 5, 2009		28
Total				1813	1813

*Training week starts Monday and ends Thursday
*Weeks in which holidays are observed are excluded completely
*Ramadan during 2007 will start September 13 - October 12, 07
*Ramadan during 2008 will start September 1 - September 30, 08

Annex (3): Training Program for Family Court Judges

Annex (3) Training Program for Family Court Judges

Purpose: To provide a 3-day training program for all family court judges in Egypt focusing on family law and mediation issues as well as time management and communication.

Main Objectives*:* To strengthen access to justice through development of the Family Court System in Egypt including:

- Increasing the technical skills of Family Court Judges
- Enhancing the knowledge of Family Court Judges about the mediation process
- Enhancing the capacity of judges to utilize the court experts and arbitrators as a mediation team under the leadership of the Chief Judge.

Trainers: MOJ personnel, Psycho-social specialists and AUC Management Consultant.

Training Methodology: Lectures, Work Groups, Open Discussion.

AGENDA

Day One – Litigation Procedures

Session One: 2 hours

Rules of evidence and procedure related to family law litigation

Session Two: 2 hours

Practical problems in family law.

Session Three: 2 hours

Case-Management System:

- What does effective case-management mean?
- What is the objective of effective case management?
- How can time-management skills create effective case-management?
- Case-management stages
- Developing a schedule to manage different cases; setting precise dates for
- procedures
- Follow up to enforce rulings
- Mediation file and its role in the effectiveness of the case-management system
- How to employ the provision of Paragraph 1 in Article 4 of Law 1/2000 in effective case-management

- Role of databases and information systems

Day Two – Mediation Offices & their Effectiveness

Session One: 2 hours

- The role of Mediation Offices, reasons for its legislation and the importance of their function.
- How the mediation team performs as the first stage of solving family disputes.
- Results achieved by Mediation Offices to date.
- Mediation file: Its importance and reasons for including it with the case file.
- Conducting the second stage of mediation based on the case history from the mediation file, causes of the dispute and specialist opinions
- Law 10/2004 and implementing rules
- General Administration for Family Mediation – its role and responsibilities
- Role of Family Court Chief Justices as assigned to them by the General Administration, including the supervision of work flow at Mediation Offices and specialists' performance evaluation

Session Two: 2 hours

Mediation Skills – Resolving Family Disputes

- Types of Mediation
- Purpose of Mediation
- Mediation Techniques and Skills

Session Three: 1 hour

Temporary and Urgent Issues in Family Law

- Discussion of the issues and competent authorities
- Mandatory temporary rulings and their importance
- Orders on Memoranda – Competent Authority
- Competencies of Family Court Chief Justice and secondment of other judges to handle family law cases.

Session Four: 1 ½ hours.

- Time-Management and Communication Skills

Day Three – Legal Issues

Session One: 2 hours

- Legal Regulations (procedural and subjective) and practical problems in family law financial issues.

Session Two: 2 hours

- Discussion of current legal gaps
- Analyzing legal gaps in court rulings/judgments

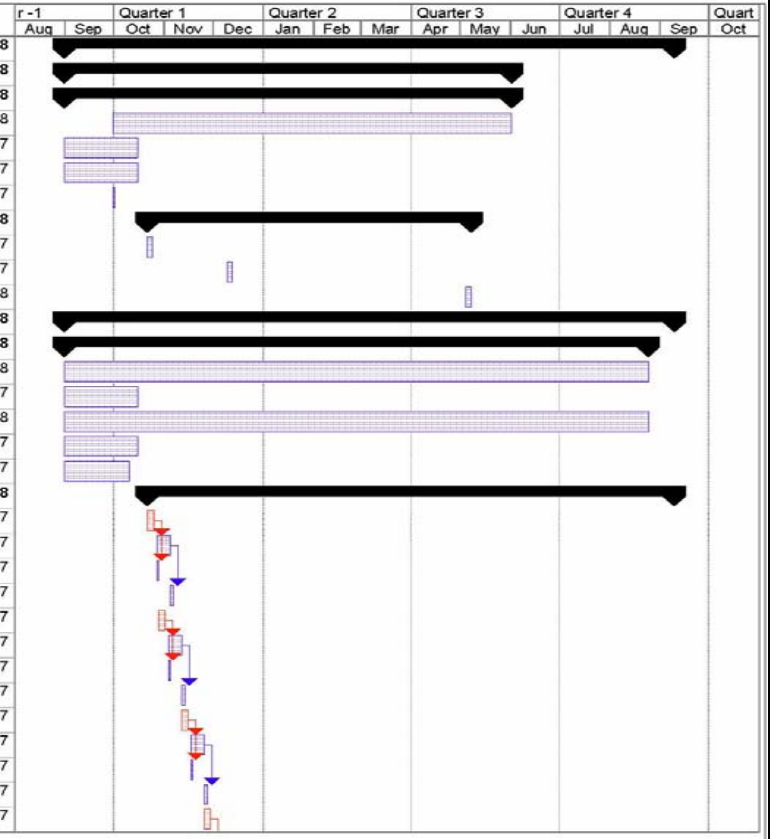
Session Three: 1 ½ hours

- Temporary judgments
- Mandatory judgments

Annex (4): Gantt Charts for Task One

Annex (4) Gantt Charts for Task One

ID	Task Name	Duration	Start	Finish
1	**Training Family Justice**	**317 days?**	**1/9/2007**	**9/9/2008**
2	**Training of Trainers**	**231 days**	**1/9/2007**	**1/6/2008**
3	**Pre- Training of Trainers Activities**	**231 days**	**1/9/2007**	**1/6/2008**
4	Select Potential Trainers	210 days	1/10/2007	1/6/2008
5	Develop Training Materials	33 days	1/9/2007	15/10/2007
6	Coordinate with trainers about training dates	33 days	1/9/2007	15/10/2007
7	Select training venues	1 day	1/10/2007	1/10/2007
8	**Training of Trainers Activities**	**172 days**	**22/10/2007**	**7/5/2008**
9	Recruit and Conduct TOT in East Delta region	3 days	22/10/2007	24/10/2007
10	Recruit and conduct TOT in Southern region	3 days	10/12/2007	12/12/2007
11	Recruit and Conduct TOT in East Delta region	3 days	5/5/2008	7/5/2008
12	**Nationwide Training of Family Court Mediators**	**317 days**	**1/9/2007**	**9/9/2008**
13	**Pre Training Activities**	**303 days**	**1/9/2007**	**24/8/2008**
14	Select appropriate venues for training	303 days	1/9/2007	24/8/2008
15	Estimate budget for training activities for FY 08	33 days	1/9/2007	15/10/2007
16	Develop & update training materials	303 days	1/9/2007	24/8/2008
17	Prepare training forms for M&E process	33 days	1/9/2007	15/10/2007
18	Coordinate with trainers about training dates	30 days	1/9/2007	10/10/2007
19	**Training & Post-Training Activities**	**280 days**	**22/10/2007**	**9/9/2008**
20	**Beni Suef Training 1**	4 days	22/10/2007	25/10/2007
21	Analyze data collected for M&E	7 days	28/10/2007	4/11/2007
22	Update TriNet data with training statistics	1 day	28/10/2007	28/10/2007
23	Prepare training report	2 days	5/11/2007	6/11/2007
24	**Beni Suef Training 2**	4 days	29/10/2007	1/11/2007
25	Analyze data collected for M&E	7 days	4/11/2007	11/11/2007
26	Update TriNet data with training statistics	1 day	4/11/2007	4/11/2007
27	Prepare training report	2 days	12/11/2007	13/11/2007
28	**Fayoum Training 1**	4 days	12/11/2007	15/11/2007
29	Analyze data collected for M&E	7 days	18/11/2007	25/11/2007
30	Update TriNet data with training statistics	1 day	18/11/2007	18/11/2007
31	Prepare training report	2 days	26/11/2007	27/11/2007
32	**Fayoum Training 2**	4 days	26/11/2007	29/11/2007



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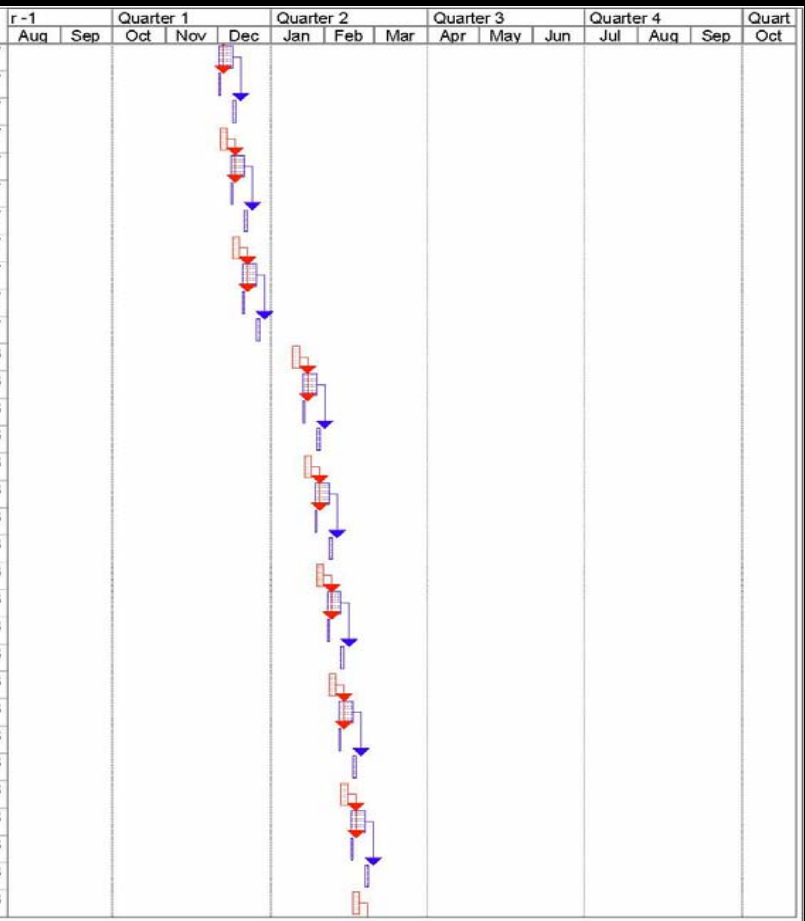
ID	Task Name	Duration	Start	Finish
33	Analyze data collected for M&E	7 days	2/12/2007	9/12/2007
34	Update TriNet data with training statistics	1 day	2/12/2007	2/12/2007
35	Prepare training report	2 days	10/12/2007	11/12/2007
36	**Assiut Training 1**	4 days	3/12/2007	6/12/2007
37	Analyze data collected for M&E	8 days	9/12/2007	16/12/2007
38	Update TriNet data with training statistics	1 day	9/12/2007	9/12/2007
39	Prepare training report	2 days	17/12/2007	18/12/2007
40	**Assuit Training 2**	4 days	10/12/2007	13/12/2007
41	Analyze data collected for M&E	7 days	16/12/2007	23/12/2007
42	Update TriNet data with training statistics	1 day	16/12/2007	16/12/2007
43	Prepare training report	2 days	24/12/2007	25/12/2007
44	**Assuit Training 3**	4 days	14/1/2008	17/1/2008
45	Analyze data collected for M&E	7 days	20/1/2008	27/1/2008
46	Update TriNet data with training statistics	1 day	20/1/2008	20/1/2008
47	Prepare training report	2 days	28/1/2008	29/1/2008
48	**Sohag Training 1**	4 days	21/1/2008	24/1/2008
49	Analyze data collected for M&E	7 days	27/1/2008	3/2/2008
50	Update TriNet data with training statistics	1 day	27/1/2008	27/1/2008
51	Prepare training report	2 days	4/2/2008	5/2/2008
52	**Sohag Training 2**	4 days	28/1/2008	31/1/2008
53	Analyze data collected for M&E	7 days	3/2/2008	10/2/2008
54	Update TriNet data with training statistics	1 day	3/2/2008	3/2/2008
55	Prepare training report	2 days	11/2/2008	12/2/2008
56	**Sohag Training 3**	4 days	4/2/2008	7/2/2008
57	Analyze data collected for M&E	7 days	10/2/2008	17/2/2008
58	Update TriNet data with training statistics	1 day	10/2/2008	10/2/2008
59	Prepare training report	2 days	18/2/2008	19/2/2008
60	**Sohag Training 4**	4 days	11/2/2008	14/2/2008
61	Analyze data collected for M&E	7 days	17/2/2008	24/2/2008
62	Update TriNet data with training statistics	1 day	17/2/2008	17/2/2008
63	Prepare training report	2 days	25/2/2008	26/2/2008
64	**Qena Training 1**	4 days	18/2/2008	21/2/2008



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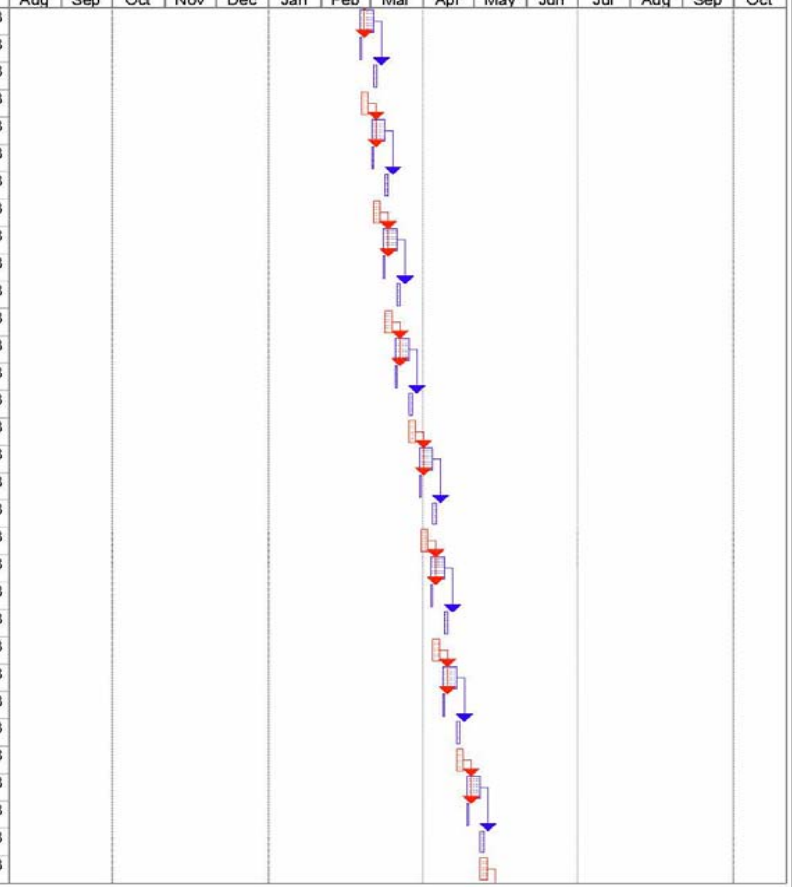
ID	Task Name	Duration	Start	Finish
65	Analyze data collected for M&E	7 days	24/2/2008	2/3/2008
66	Update TriNet data with training statistics	1 day	24/2/2008	24/2/2008
67	Prepare training report	2 days	3/3/2008	4/3/2008
68	**Qena Training 2**	4 days	25/2/2008	28/2/2008
69	Analyze data collected for M&E	7 days	2/3/2008	9/3/2008
70	Update TriNet data with training statistics	1 day	2/3/2008	2/3/2008
71	Prepare training report	2 days	10/3/2008	11/3/2008
72	**Qena Training 3**	4 days	3/3/2008	6/3/2008
73	Analyze data collected for M&E	8 days	9/3/2008	16/3/2008
74	Update TriNet data with training statistics	1 day	9/3/2008	9/3/2008
75	Prepare training report	2 days	17/3/2008	18/3/2008
76	**Qena Training 4**	4 days	10/3/2008	13/3/2008
77	Analyze data collected for M&E	7 days	16/3/2008	23/3/2008
78	Update TriNet data with training statistics	1 day	16/3/2008	16/3/2008
79	Prepare training report	2 days	24/3/2008	25/3/2008
80	**Aswan Tainting 1**	4 days	24/3/2008	27/3/2008
81	Analyze data collected for M&E	7 days	30/3/2008	6/4/2008
82	Update TriNet data with training statistics	1 day	30/3/2008	30/3/2008
83	Prepare training report	2 days	7/4/2008	8/4/2008
84	**Aswan Training 2**	4 days	31/3/2008	3/4/2008
85	Analyze data collected for M&E	7 days	6/4/2008	13/4/2008
86	Update TriNet data with training statistics	1 day	6/4/2008	6/4/2008
87	Prepare training report	2 days	14/4/2008	15/4/2008
88	**Benha Training 1**	4 days	7/4/2008	10/4/2008
89	Analyze data collected for M&E	7 days	13/4/2008	20/4/2008
90	Update TriNet data with training statistics	1 day	13/4/2008	13/4/2008
91	Prepare training report	2 days	21/4/2008	22/4/2008
92	**Benha Training 2**	4 days	21/4/2008	24/4/2008
93	Analyze data collected for M&E	7 days	27/4/2008	4/5/2008
94	Update TriNet data with training statistics	1 day	27/4/2008	27/4/2008
95	Prepare training report	2 days	5/5/2008	6/5/2008
96	**Shebin El Komm Training 1**	4 days	5/5/2008	8/5/2008



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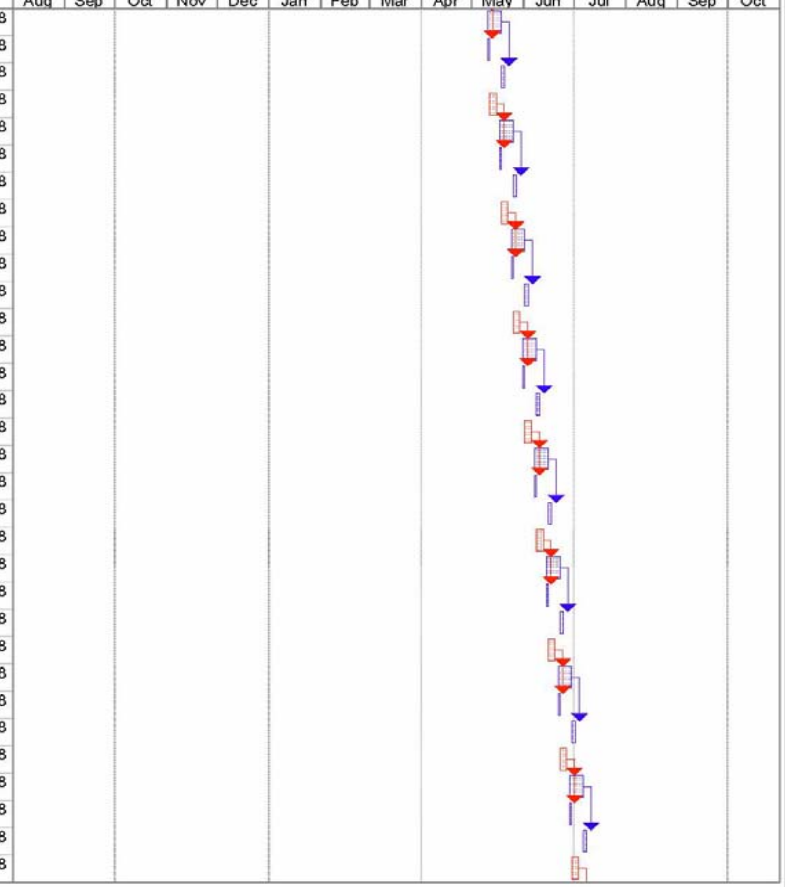
ID	Task Name	Duration	Start	Finish
97	Analyze data collected for M&E	7 days	11/5/2008	18/5/2008
98	Update TriNet data with training statistics	1 day	11/5/2008	11/5/2008
99	Prepare training report	2 days	19/5/2008	20/5/2008
100	**Shebin El Komm Training 2**	4 days	12/5/2008	15/5/2008
101	Analyze data collected for M&E	7 days	18/5/2008	25/5/2008
102	Update TriNet data with training statistics	1 day	18/5/2008	18/5/2008
103	Prepare training report	2 days	26/5/2008	27/5/2008
104	**Shebin El Komm Training 3**	4 days	19/5/2008	22/5/2008
105	Analyze data collected for M&E	8 days	25/5/2008	1/6/2008
106	Update TriNet data with training statistics	1 day	25/5/2008	25/5/2008
107	Prepare training report	2 days	2/6/2008	3/6/2008
108	**Damietta Training 1**	4 days	26/5/2008	29/5/2008
109	Analyze data collected for M&E	7 days	1/6/2008	8/6/2008
110	Update TriNet data with training statistics	1 day	1/6/2008	1/6/2008
111	Prepare training report	2 days	9/6/2008	10/6/2008
112	**Damietta Training 2**	4 days	2/6/2008	5/6/2008
113	Analyze data collected for M&E	7 days	8/6/2008	15/6/2008
114	Update TriNet data with training statistics	1 day	8/6/2008	8/6/2008
115	Prepare training report	2 days	16/6/2008	17/6/2008
116	**Zagazig Training 1**	4 days	9/6/2008	12/6/2008
117	Analyze data collected for M&E	7 days	15/6/2008	22/6/2008
118	Update TriNet data with training statistics	1 day	15/6/2008	15/6/2008
119	Prepare training report	2 days	23/6/2008	24/6/2008
120	**Zagazig Training 2**	4 days	16/6/2008	19/6/2008
121	Analyze data collected for M&E	7 days	22/6/2008	29/6/2008
122	Update TriNet data with training statistics	1 day	22/6/2008	22/6/2008
123	Prepare training report	2 days	30/6/2008	1/7/2008
124	**Zagazig Training 3**	4 days	23/6/2008	26/6/2008
125	Analyze data collected for M&E	7 days	29/6/2008	6/7/2008
126	Update TriNet data with training statistics	1 day	29/6/2008	29/6/2008
127	Prepare training report	2 days	7/7/2008	8/7/2008
128	**Zagazig Training 4**	4 days	30/6/2008	3/7/2008



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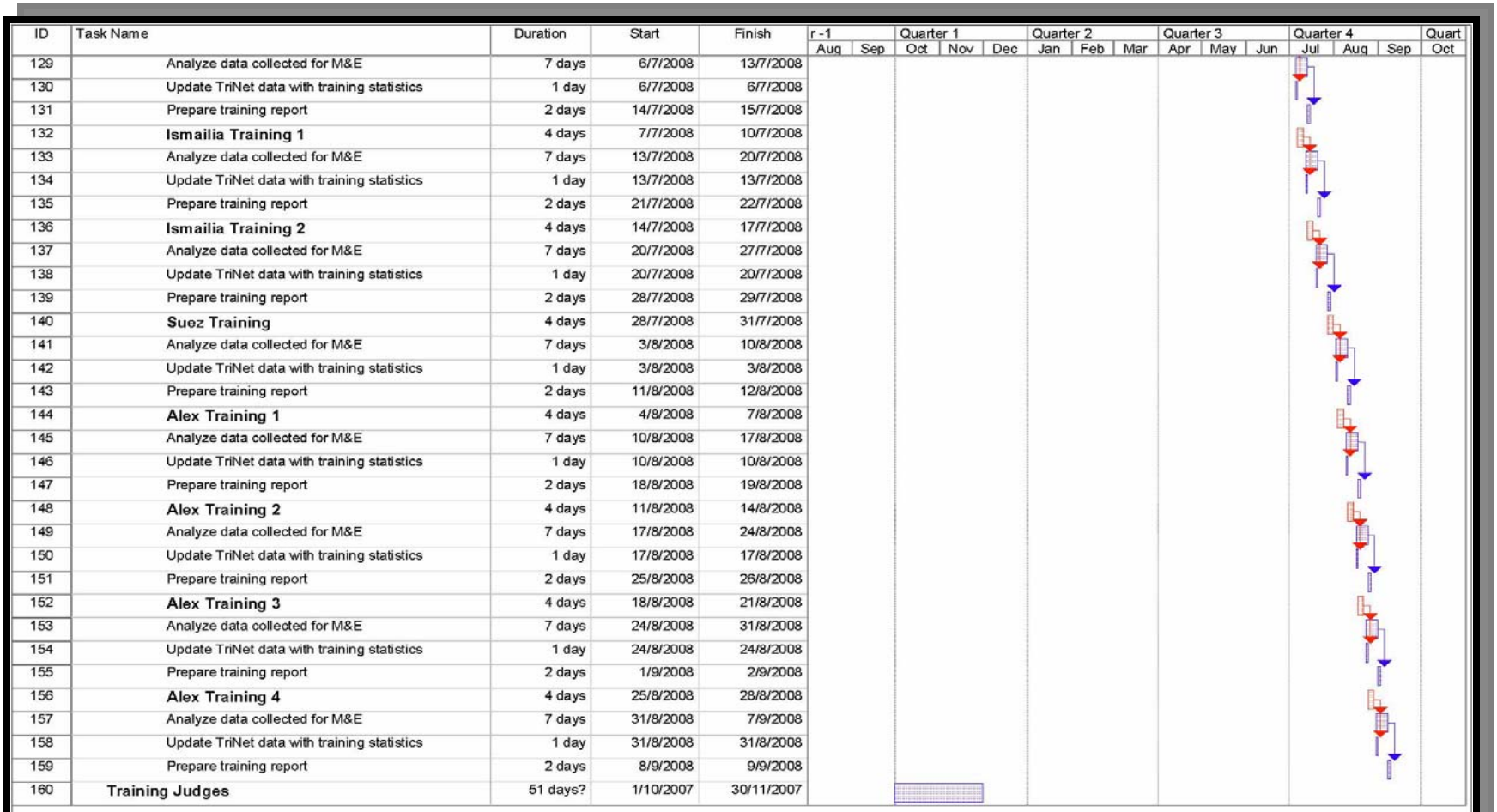
ID	Task Name	Duration	Start	Finish
129	Analyze data collected for M&E	7 days	6/7/2008	13/7/2008
130	Update TriNet data with training statistics	1 day	6/7/2008	6/7/2008
131	Prepare training report	2 days	14/7/2008	15/7/2008
132	**Ismailia Training 1**	4 days	7/7/2008	10/7/2008
133	Analyze data collected for M&E	7 days	13/7/2008	20/7/2008
134	Update TriNet data with training statistics	1 day	13/7/2008	13/7/2008
135	Prepare training report	2 days	21/7/2008	22/7/2008
136	**Ismailia Training 2**	4 days	14/7/2008	17/7/2008
137	Analyze data collected for M&E	7 days	20/7/2008	27/7/2008
138	Update TriNet data with training statistics	1 day	20/7/2008	20/7/2008
139	Prepare training report	2 days	28/7/2008	29/7/2008
140	**Suez Training**	4 days	28/7/2008	31/7/2008
141	Analyze data collected for M&E	7 days	3/8/2008	10/8/2008
142	Update TriNet data with training statistics	1 day	3/8/2008	3/8/2008
143	Prepare training report	2 days	11/8/2008	12/8/2008
144	**Alex Training 1**	4 days	4/8/2008	7/8/2008
145	Analyze data collected for M&E	7 days	10/8/2008	17/8/2008
146	Update TriNet data with training statistics	1 day	10/8/2008	10/8/2008
147	Prepare training report	2 days	18/8/2008	19/8/2008
148	**Alex Training 2**	4 days	11/8/2008	14/8/2008
149	Analyze data collected for M&E	7 days	17/8/2008	24/8/2008
150	Update TriNet data with training statistics	1 day	17/8/2008	17/8/2008
151	Prepare training report	2 days	25/8/2008	26/8/2008
152	**Alex Training 3**	4 days	18/8/2008	21/8/2008
153	Analyze data collected for M&E	7 days	24/8/2008	31/8/2008
154	Update TriNet data with training statistics	1 day	24/8/2008	24/8/2008
155	Prepare training report	2 days	1/9/2008	2/9/2008
156	**Alex Training 4**	4 days	25/8/2008	28/8/2008
157	Analyze data collected for M&E	7 days	31/8/2008	7/9/2008
158	Update TriNet data with training statistics	1 day	31/8/2008	31/8/2008
159	Prepare training report	2 days	8/9/2008	9/9/2008
160	**Training Judges**	51 days?	1/10/2007	30/11/2007



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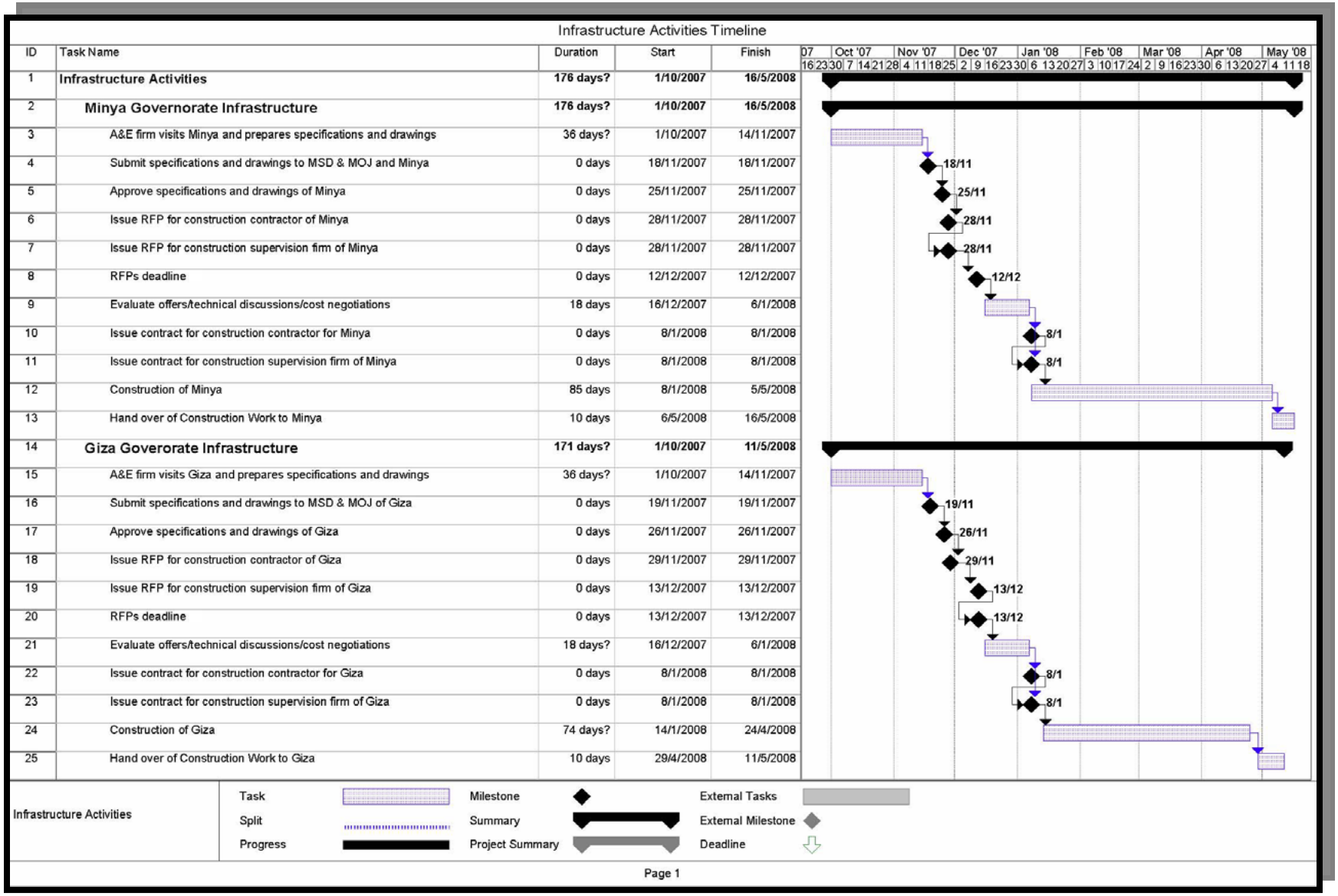
Infrastructure Activities Timeline
ID
Task Name
Duration
Start
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07
Oct '07
Nov '07
Dec '07
Jan '08
Feb '08
Mar '08
Apr '08
May '08
1 Infrastructure Activities 176 days? 1/10/2007 16/5/2008
2 Minya Governorate Infrastructure 176 days? 1/10/2007 16/5/2008
3 A&E firm visits Minya and prepares specifications and drawings 36 days? 1/10/2007 14/11/2007
4 Submit specifications and drawings to MSD & MOJ and Minya 0 days 18/11/2007 18/11/2007
5 Approve specifications and drawings of Minya 0 days 25/11/2007 25/11/2007
6 Issue RFP for construction contractor of Minya 0 days 28/11/2007 28/11/2007
7 Issue RFP for construction supervision firm of Minya 0 days 28/11/2007 28/11/2007
8 RFPs deadline 0 days 12/12/2007 12/12/2007
9 Evaluate offers/technical discussions/cost negotiations 18 days 16/12/2007 6/1/2008
10 Issue contract for construction contractor for Minya 0 days 8/1/2008 8/1/2008
11 Issue contract for construction supervision firm of Minya 0 days 8/1/2008 8/1/2008
12 Construction of Minya 85 days 8/1/2008 5/5/2008
13 Hand over of Construction Work to Minya 10 days 6/5/2008 16/5/2008
14 Giza Goverorate Infrastructure 171 days? 1/10/2007 11/5/2008
15 A&E firm visits Giza and prepares specifications and drawings 36 days? 1/10/2007 14/11/2007
16 Submit specifications and drawings to MSD & MOJ of Giza 0 days 19/11/2007 19/11/2007
17 Approve specifications and drawings of Giza 0 days 26/11/2007 26/11/2007
18 Issue RFP for construction contractor of Giza 0 days 29/11/2007 29/11/2007
19 Issue RFP for construction supervision firm of Giza 0 days 13/12/2007 13/12/2007
20 RFPs deadline 0 days 13/12/2007 13/12/2007
21 Evaluate offers/technical discussions/cost negotiations 18 days? 16/12/2007 6/1/2008
22 Issue contract for construction contractor for Giza 0 days 8/1/2008 8/1/2008
23 Issue contract for construction supervision firm of Giza 0 days 8/1/2008 8/1/2008
24 Construction of Giza 74 days? 14/1/2008 24/4/2008
25 Hand over of Construction Work to Giza 10 days 29/4/2008 11/5/2008
18/11
25/11
28/11
28/11
12/12
8/1
8/1
19/11
26/11
29/11
13/12
13/12
8/1
8/1
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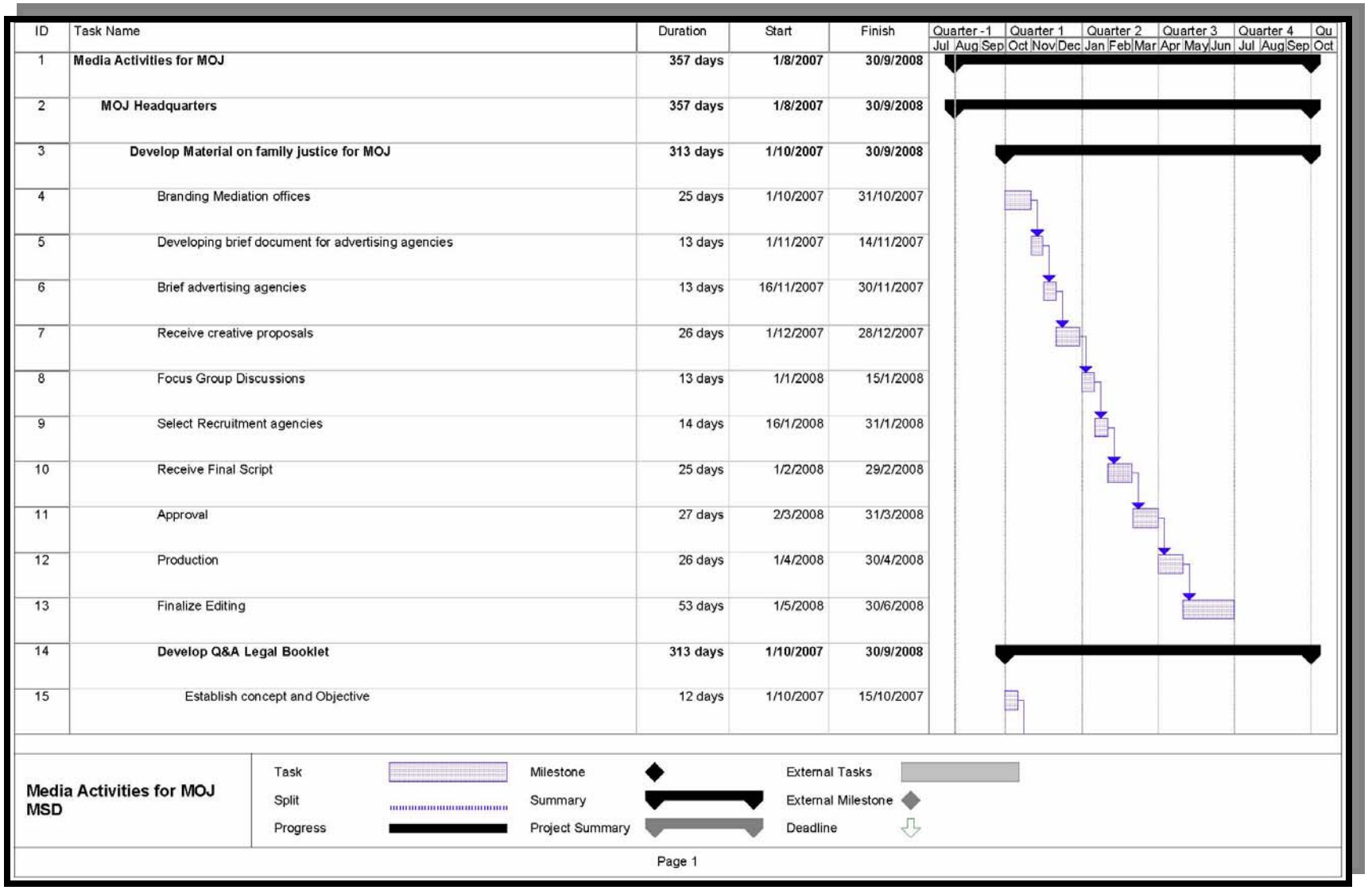
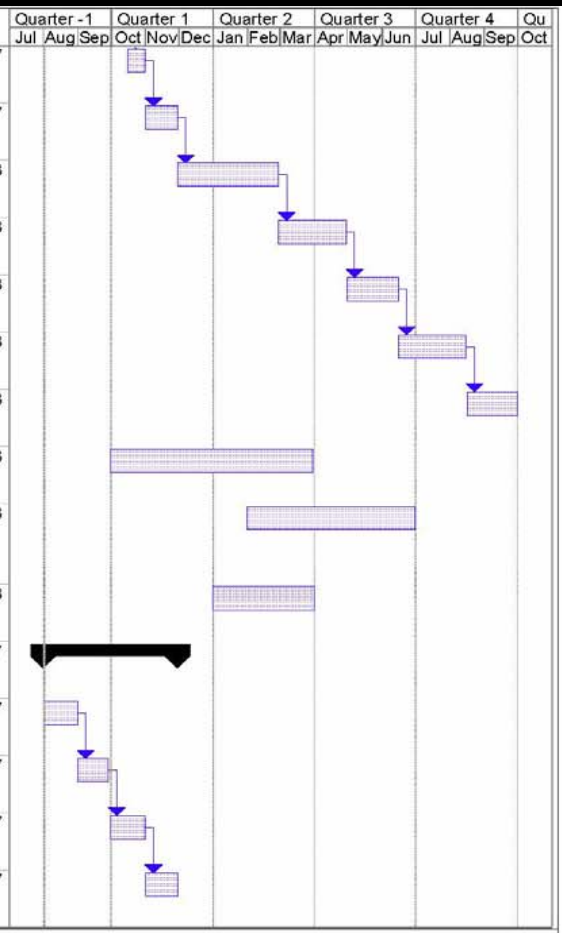


ID	Task Name	Duration	Start	Finish
1	**Media Activities for MOJ**	**357 days**	**1/8/2007**	**30/9/2008**
2	**MOJ Headquarters**	**357 days**	**1/8/2007**	**30/9/2008**
3	**Develop Material on family justice for MOJ**	**313 days**	**1/10/2007**	**30/9/2008**
4	Branding Mediation offices	25 days	1/10/2007	31/10/2007
5	Developing brief document for advertising agencies	13 days	1/11/2007	14/11/2007
6	Brief advertising agencies	13 days	16/11/2007	30/11/2007
7	Receive creative proposals	26 days	1/12/2007	28/12/2007
8	Focus Group Discussions	13 days	1/1/2008	15/1/2008
9	Select Recruitment agencies	14 days	16/1/2008	31/1/2008
10	Receive Final Script	25 days	1/2/2008	29/2/2008
11	Approval	27 days	2/3/2008	31/3/2008
12	Production	26 days	1/4/2008	30/4/2008
13	Finalize Editing	53 days	1/5/2008	30/6/2008
14	**Develop Q&A Legal Booklet**	**313 days**	**1/10/2007**	**30/9/2008**
15	Establish concept and Objective	12 days	1/10/2007	15/10/2007

ID	Task Name	Duration	Start	Finish
16	Subcontract a content expert	13 days	16/10/2007	31/10/2007
17	Form small comity to research on existing similar products	26 days	1/11/2007	29/11/2007
18	Collect information from Mediation offices, NGOs and others	79 days	30/11/2007	28/2/2008
19	Design material booklet	53 days	29/2/2008	29/4/2008
20	Get approval from stakeholders	40 days	1/5/2008	15/6/2008
21	Produce Material	53 days	16/6/2008	15/8/2008
22	Distribute Material	36 days	17/8/2008	30/9/2008
23	**Technical Assistance to develop a database for Journalists/Media people**	157 days	1/10/2007	30/3/2008
24	**Develop & Implement a PR Plan to deliver defined messages for mediation offices & MOJ**	131 days	1/2/2008	30/6/2008
25	**Train appropriate MOJ officials on handling Media Interviews**	79 days	1/1/2008	31/3/2008
26	**Establish Monitoring Press System for FJP Project**	**95 days**	**1/8/2007**	**29/11/2007**
27	Meeting with Agencies	23 days	1/8/2007	31/8/2007
28	Receive Proposals	21 days	1/9/2007	28/9/2007
29	Establish System	25 days	1/10/2007	31/10/2007
30	Monitor	26 days	1/11/2007	29/11/2007



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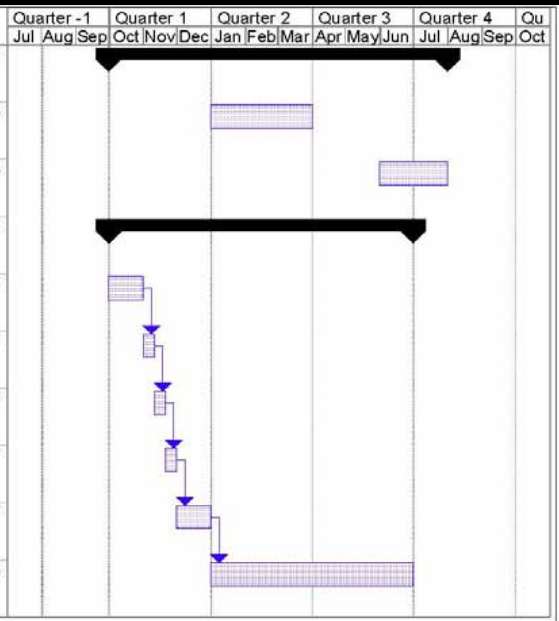
ID	Task Name	Duration	Start	Finish
31	**Mediation Offices**	**264 days**	**1/10/2007**	**31/7/2008**
32	**Identify Outlets for promoting MOJ messages**	79 days	1/1/2008	31/3/2008
33	**Organize and connect Media Events to infrastructure inauguration**	53 days	1/6/2008	31/7/2008
34	**Documentary 5 min film for Infrastructure repairs in process**	**237 days**	**1/10/2007**	**30/6/2008**
35	Develop Concept	25 days	1/10/2007	31/10/2007
36	Brief Agencies	9 days	1/11/2007	10/11/2007
37	Receive Proposals	9 days	11/11/2007	20/11/2007
38	Select Agencies	9 days	21/11/2007	30/11/2007
39	Script Development	27 days	1/12/2007	31/12/2007
40	Producing	158 days	1/1/2008	30/6/2008



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Annex (5): Schedule of FJP Infrastructure Upgrades in Pilot Governorates

Annex (5) Schedule of FJP Infrastructure Upgrades in Pilot Governorates

Phase No.	Family Court	Proposed Start	Proposed Completion	Notes
I.	MINYA COURTS			
	Minya City	October 1, 2007	January 31, 2008	Capital
	Samaloot	October 1, 2007	January 31, 2008	1st North
	Matay	October 1, 2007	January 31, 2008	2nd North
II.				
	Abu Qoqas	November 15, 2007	February 15, 2008	1st South
	Mallawy	November 15, 2007	February 15, 2008	2nd South
	Dair Mowas	November 15, 2007	February 15, 2008	3rd South
III.				
	Bani Mazar	December 15, 2007	March 15, 2008	3rd North
	Maghagha	December 15, 2007	March 15, 2008	4th North
	El Edwa	December 15, 2007	March 15, 2008	5 h North
	GIZA COURTS			
IV.	El Saaf	January 1, 2008	April 15, 2008	
	El Ayaat	January 1, 2008	April 15, 2008	
	El Badrasheen	January 1, 2008	April 15, 2008	
V.				
	6th of October	February 1, 2008	April 30, 2008	
	El Wahaat	February 1, 2008	April 30, 2008	

Annex (6): Current Grantees

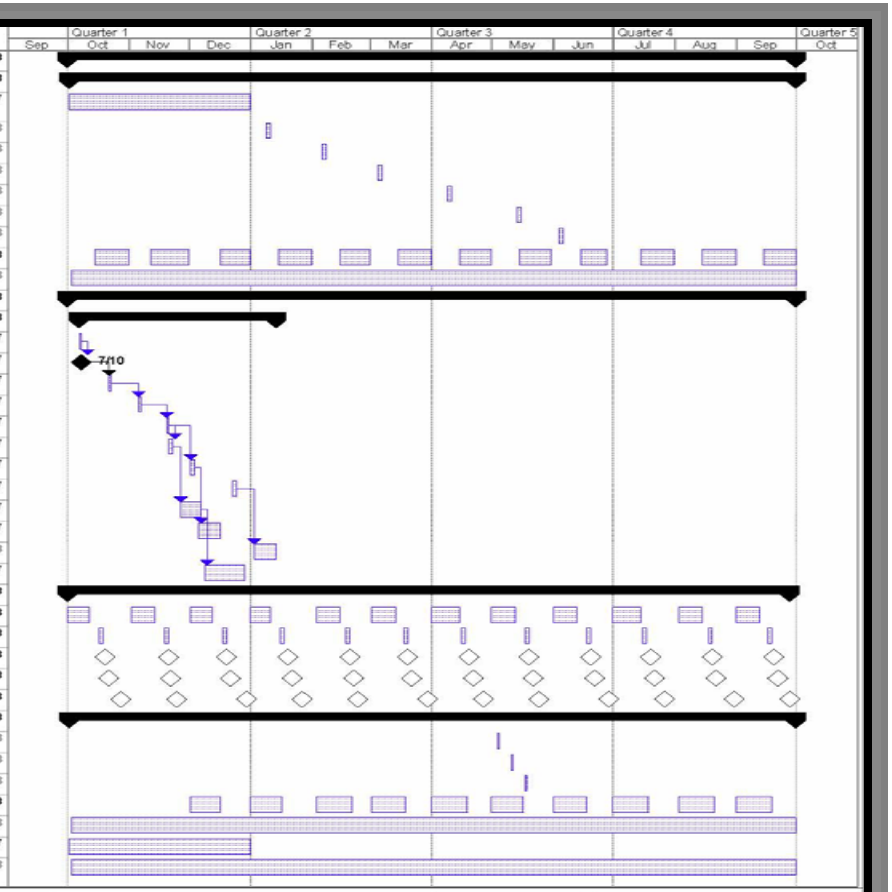
Annex (6) Current Grantees

#	Grant #	Grantee	Date of Award	Period of Performance	Total Grant Amount $
1	GA-263-06-01-00	Minya Businessmen Association	11-Dec-07	1	45,000
2	GA-263-06-02-00	New Horizons Foundation	1 Jan 07	1	48,000
3	GA-263-06-03-00	Samalut Culture Palace Pioneers	1 Jan 07	1	31,000
4	GA-263-06-04-00	Minya Coalition of Health NGOs	1 Jan 07	2	153,000
5	GA-263-06-05-00	Future Girls' Association	1 Jan 07	1	48,000
6	GA-263-07-06-00	National Association for the Defense of Rights and Freedoms	1 Feb 07	1	25,000
7	GA-263-07-07-00	New Vision Association for Development	1 Feb 07	1	35,000
8	GA-263-07-08-00	Social Services & Integrated Development	1 Feb 07	1	31,000
9	GA-263-07-09-00	Egypt Renaissance Foundation	11 Feb 07	1	37,000
10	GA-263-07-10-00	The Good Shepherd	1-Apr-07	1	21,000
11	GA-263-07-11-00	Hawaa Al-Mostakbal Society for Family & Environmental	1-Apr-07	1	53,000
12	GA-263-07-12-00	Shemou' Association for Human Rights & Local Development	1-Apr-07	1	45,000
13	GA-263-07-14-00	Arab Alliance for Women	1-Jun-07	2	246,000
Total					818,000

Annex (7): Gantt Charts for Task Two

Annex (7) Gantt Charts for Task Two

ID	Task Name	Duration	Start	Finish
1	**NGOs Grant Program**	**283 days?**	**1/10/2007**	**30/9/2008**
2	**Ongoing Support/Tech. Assistance/ Training to current grantees**	**282 days**	**2/10/2007**	**30/9/2008**
3	Develop Training Manual for NGOs on human rights & strengthening the family	73 days	2/10/2007	31/12/2007
4	Capacity Building Workshop on Human Rights in Giza	2 days	9/1/2008	10/1/2008
5	Capacity Building Workshop on Human Rights in Minya	2 days	6/2/2008	7/2/2008
6	Capacity Building Workshop on Human Rights in Port Said	2 days	5/3/2008	6/3/2008
7	Training workshop on Managerial & financial skills on Giza	2 days	9/4/2008	10/4/2008
8	Training workshop on Managerial & financial skills on Minya	2 days	14/5/2008	15/5/2008
9	Training workshop on Managerial & financial skills on Port Said	2 days	4/6/2008	5/6/2008
10	**Financial Auditing (Collection of Reports and reviewing them)**	**272 days**	**15/10/2007**	**30/9/2008**
23	Technical Assistance	281 days	3/10/2007	30/9/2008
24	**New Grant Awards**	**283 days?**	**1/10/2007**	**30/9/2008**
25	**Pre-Award Activities**	**80 days?**	**7/10/2007**	**13/1/2008**
26	Revise selection criteria	1 day	7/10/2007	7/10/2007
27	Call for RFA	0 days	7/10/2007	7/10/2007
28	Gather Concept Papers	1 day	22/10/2007	22/10/2007
29	Concept papers evaluation (Scoring & Ranking)	1 day	6/11/2007	6/11/2007
30	NGO Financial and Tech. Assessments	1 day	20/11/2007	20/11/2007
31	Giza Orientation Workshop	2 days	21/11/2007	22/11/2007
32	Minya Orientation Workshop	2 days	2/12/2007	3/12/2007
33	Port Said Orientation Workshop	2 days?	23/12/2007	24/12/2007
34	Proposal Collection/Review in Giza	9 days	27/11/2007	6/12/2007
35	Proposal Collection/Review in Minya	10 days	6/12/2007	16/12/2007
36	Proposal Collection/Review in Port Said	9 days?	3/1/2008	13/1/2008
37	Proposal Evaluation	19 days	9/12/2007	28/12/2007
38	**Grant Award Development**	**281 days**	**1/10/2007**	**28/9/2008**
39	**Finalize Programs Development & NCCM Approval**	**271 days**	**1/10/2007**	**12/9/2008**
52	**Programs Budget Review**	**262 days**	**17/10/2007**	**18/9/2008**
65	**Exempted Parties List System (EPLS) Verification**	**260 days**	**20/10/2007**	**20/9/2008**
78	**USAID Approval**	**260 days**	**22/10/2007**	**22/9/2008**
91	**Grant Agreements Signed**	**260 days**	**28/10/2007**	**28/9/2008**
104	**Post-Award Project Monitoring**	**282 days?**	**2/10/2007**	**30/9/2008**
105	NGO Grantees Personnel Training in Giza	1 day	4/5/2008	4/5/2008
106	NGO Grantees Personnel Training in Minya	1 day	11/5/2008	11/5/2008
107	NGO Grantees Personnel Training in PortSaid	1 day	18/5/2008	18/5/2008
108	**Ongoing Financial Auditing**	**227 days**	**2/12/2007**	**18/9/2008**
119	Ongoing Technical Support	281 days	3/10/2007	30/9/2008
120	Refine NGO Database	73 days?	2/10/2007	31/12/2007
121	Monitoring and Evaluation implement measures to monitor progress of NGO activities	281 days?	3/10/2007	30/9/2008



NGO Grant Program
MSD

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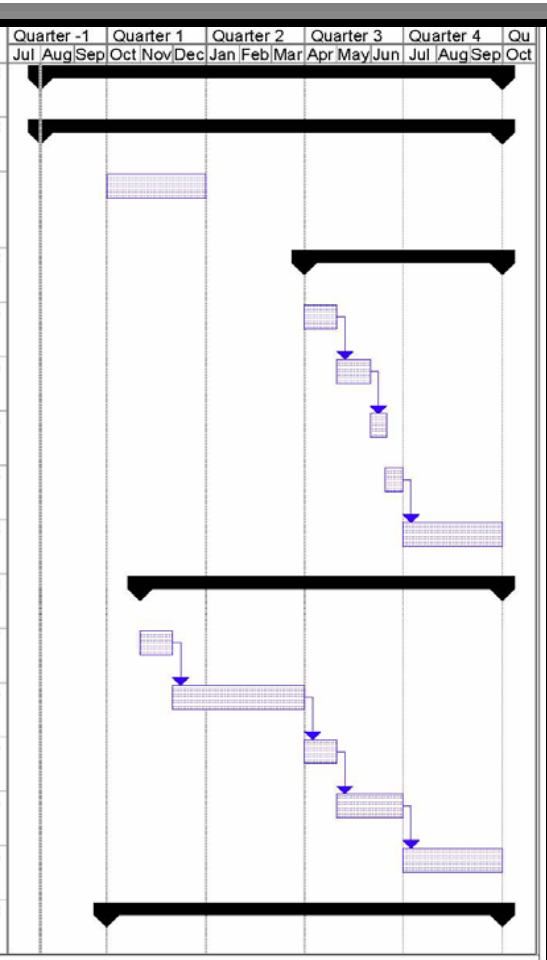
ID	Task Name	Duration	Start	Finish
1	**Media Activities for NCCM**	**357 days**	**1/8/2007**	**30/9/2008**
2	**National Activities**	**357 days**	**1/8/2007**	**30/9/2008**
3	**Establish committee of experts on child development, psycho-social and family dynamics**	79 days	1/10/2007	31/12/2007
4	**Develop concepts for Radio and TV programs**	**155 days**	**1/4/2008**	**30/9/2008**
5	Meeting with media people (ERTU heads & personnel) to identify main program for in	26 days	1/4/2008	30/4/2008
6	Develop concepts for different programs and talk shows	27 days	1/5/2008	31/5/2008
7	Brief producers on content already developed by expert committee	13 days	1/6/2008	15/6/2008
8	Finalize talk show and program format	14 days	15/6/2008	30/6/2008
9	Produce	76 days	1/7/2008	30/9/2008
10	**Start developing children's Sesame Street episodes**	**288 days**	**1/11/2007**	**30/9/2008**
11	Establish advisory committee for children outreach center	27 days	1/11/2007	30/11/2007
12	Develop framework and content	106 days	1/12/2007	31/3/2008
13	Brief agency & producer to develop creative production solutions	26 days	1/4/2008	30/4/2008
14	Agency recruiting, approval & finalization of script	53 days	1/5/2008	30/6/2008
15	Start production	76 days	1/7/2008	30/9/2008
16	**Develop website content for FJP**	**313 days**	**1/10/2007**	**30/9/2008**



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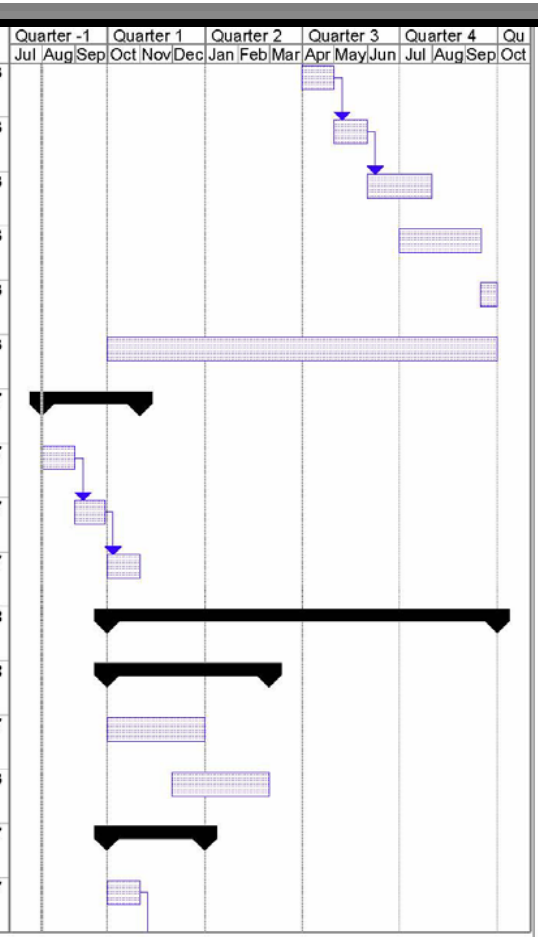
ID	Task Name	Duration	Start	Finish
17	Brainstorm on website content with stakeholders	26 days	1/4/2008	30/4/2008
18	Identify & select agencies to design & develop website	27 days	1/5/2008	31/5/2008
19	Website design & approval	53 days	1/6/2008	31/7/2008
20	Translate content	65 days	1/7/2008	15/9/2008
21	Host website	12 days	15/9/2008	30/9/2008
22	Materials development (Posters & Q&A booklet)	313 days	1/10/2007	30/9/2008
23	**Establish Monitoring press system**	**69 days**	**1/8/2007**	**31/10/2007**
24	Meeting with agencies	23 days	1/8/2007	31/8/2007
25	Receive proposals	21 days	1/9/2007	28/9/2007
26	Establish system	25 days	1/10/2007	31/10/2007
27	**Three Pilot Community Based Activities**	**313 days**	**1/10/2007**	**30/9/2008**
28	**Campaign to promote counseling centers**	**131 days**	**1/10/2007**	**29/2/2008**
29	Materials development	79 days	1/10/2007	31/12/2007
30	Opening ceremony	79 days	1/12/2007	29/2/2008
31	**Training NGO's to promote Media events**	**79 days**	**1/10/2007**	**31/12/2007**
32	Training the media focal point in already granted NGO's	25 days	1/10/2007	31/10/2007



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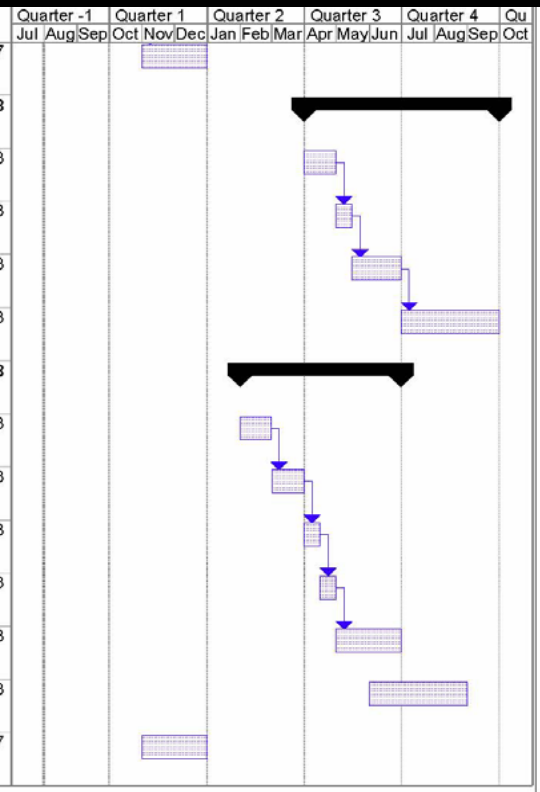
ID	Task Name	Duration	Start	Finish
33	Orientation for developing Grant proposals	54 days	1/11/2007	31/12/2007
34	**Family Day event in each governorate**	**155 days**	**1/4/2008**	**30/9/2008**
35	Identify NGO's to handle the event	26 days	1/4/2008	30/4/2008
36	Receive NGO's proposal for event	13 days	1/5/2008	15/5/2008
37	Logistics & invitations	40 days	16/5/2008	30/6/2008
38	Hold 3 events in 3 governorates	76 days	1/7/2008	30/9/2008
39	**Initiate Youth work**	**131 days**	**1/2/2008**	**30/6/2008**
40	Form committee to identify youth program framework	25 days	1/2/2008	29/2/2008
41	Brainstorming Youth media messages	27 days	2/3/2008	31/3/2008
42	Identify different channels	13 days	1/4/2008	15/4/2008
43	Select NGO's	13 days	16/4/2008	30/4/2008
44	Define activities and action plan with NGO's	53 days	1/5/2008	30/6/2008
45	**ICT buses**	79 days	1/6/2008	31/8/2008
46	**Initiate work with lawyers & Notaries**	54 days	1/11/2007	31/12/2007



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